

Archives de Pédiatrie

Publication of the French Society of Pediatrics (SFP)

Instructions for authors May 2017 *Archives de Pédiatrie*

AIMS AND SCOPE

Official organ of the French Society of Pediatrics, the *Archives de Pédiatrie* participates in the dissemination of knowledge, one of the major missions of all learned societies. The Archives de Pédiatrie has contributed to this objective for many years, successively directed by Daniel Alagille, Michel Odièvre, Michel Dehan, and Jacques Sarles, all taking an active and successful role in the journal. To improve the journal's international visibility and attractiveness for non-French-speaking pediatricians, new growth has become necessary.

Beginning in January 2018, the Archives de Pédiatrie will become an indexed English-language publication, with publication of : Editorials, Review Articles, Research Papers, Short Communications, Practice Guidelines and Letters to the Editor in English.

Authors are requested to respect the guidelines in terms of both substance and form as reviewed herein. Submissions should be made online using the Elsevier Editorial System:

<http://ees.elsevier.com/arcped/>

EDITORIAL BOARD

All manuscripts sent to the journal are submitted to an Editorial board. After the requested modifications have been completed, approval of the article by this editorial board is necessary before the final decision to publish is made by the editorial director.

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ETHICS CONSIDERATIONS

The work submitted must be in accordance with the guidelines of the Declaration of Helsinki. Studies conducted in France must adhere to the current French regulations available on the <http://www.sf-pediatrie.com> and those conducted outside France must respect the rules in force in the country where the study was conducted. When work has been submitted to one of these institutions, this should be mentioned in the text. The law on the use of patients images must be respected.

RULES OF PUBLICATION

Articles must not have been published previously nor be published simultaneously in any other journal. If they have been the subject of a preliminary communication or a partial publication, an off-print (original or copy) must be sent to the following address: arcped@ap-hm.fr. All permissions for reproduction of previously published documents must also be annexed. The lead author submits the article on behalf of all the authors after having obtained their agreement.

TYPES OF ARTICLE

Editorials

Editorials should not exceed 4 typewritten double-spaced pages (1500 words). Tables and figures are not to be used, and a summary is not required. Use no more than 15 references. The name (including first name) and complete address of the author or authors must be given at the end of the editorial. For reprints, only one name is required with the address.

Review articles

The length of the articles should not exceed 10-25 typewritten double-spaced pages, with an abstract and keywords. There is no limit for the number of tables, figures. Use no more than 50 references. Review articles either provide a comprehensive discussion of available knowledge or an update of recent data about a specific topic. They may be commissioned or spontaneous. Abstract and keywords are required. Although narrative overviews may be acceptable, the editorial board gives preference to systematic literature reviews that include a detailed description of the methodology used to retrieve and select the reviewed data.

Research papers

The articles should not exceed 20 typewritten double-spaced pages. There is no limit for the number of tables, figures. Use no more than 30 references. Original articles report new and original work that has not been published elsewhere (except as an abstract at a conference).

Introduction: State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Material and methods: Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.

Results: Results should be clear and concise.

Discussion: This should explore the significance of the results of the work, not repeat them. A combined. Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

Conclusions: The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

Short communications

A short communication must be unusually and contribute original information and should not report isolated clinical cases. The length of brief reports should not exceed approximately 2 500 words including references (10 at most), the abstract and keywords. The abstract should not exceed 100 words and should summarize the article in a single paragraph. It should be organized as follows: introduction, observation, discussion, conclusion, references. The introduction should be short and describe the main information. The observation should be written in the past tense. The discussion should concentrate on the lessons to be learnt from the experience and the possible solutions can conclude this discussion.

Letters to the Editor

This section in Archives de Pédiatrie has a dual objective: create exchanges with readers and offering readers the possibility of publishing brief, original notes. Whatever contents they may have, they should not exceed two typed pages, references and tables included. There should be no more than five references. There is no abstract.

Practice guidelines

Recommendations of general interest to the pediatric community are published in English language. Abstract/résumé and keywords/mots-clefs are of interest.

The Société Française de Pédiatrie (French Pediatrics Society, SFP) wishes to disseminate “Guidelines for Clinical Practices” on its site and in the Archives de Pédiatrie, thus granting its guarantee of quality. These recommendations should be issued by specialist societies belonging to the SFP or a panel of experts. The possibility of their publication will be evaluated by the SFP’s scientific commission.

According to the HAS (Haute Autorité de Santé, French National Authority for Health), these medical and professional guidelines are defined “as proposals developed methodically to assist the practitioner and the patient in their search for the most appropriate treatment in given clinical circumstances. They can be used to establish practice standards determining what is appropriate and/or inappropriate to do when setting up preventive, diagnostic, and/or therapeutic strategies in given clinical situations” (1).

The general principles for these guidelines are the following:

- The guideline is dated and signed by the writers as well as the specialist society or the expert panel concerned. The guideline should be reviewed (or confirmed) by its authors every 3 years. If they are not reviewed, they will not be maintained on the SFP site.
- The text of the guidelines should closely follow the general indications provided by the HAS on its site (1), including the following general features:
 - ° elaboration of the guidelines by a working group and outside validation by an evaluation group;
 - ° focus on a precise clinical situation (no matter how frequent it is);

- ° critical analysis of the literature to scientifically support the guidelines and the report of any guidelines on the same subject in other countries;
- ° the guideline “will refer to a defined and explicit level of evidence, will distinguish proof and presumption, will be clear, precise, specific, and practical” (quoted from the ANAES guidelines, January 1999).

The maximum length of the text is 20 pages (references included).

These guidelines are designed to progress toward official HAS guidelines, drawn up after an exhaustive review of the literature, careful formal expression by the working group and the evaluation group, and feasibility and impact studies.

Reference for the method

(1) HAS site: www.has-sante.fr; successively following the tabs: professionnels de santé > recommandations professionnelles > méthodes > les recommandations pour la pratique cliniques, bases méthodologiques pour leur réalisation en France

PRESENTATION OF MANUSCRIPTS

Submission Checklist: when submitting their manuscript online, authors should also submit a checklist that can be downloaded and completed. This checklist, which can be consulted at the end of these Instructions, allows authors to check that they have respected the Instructions to Authors and that they have not forgotten important steps in writing their manuscript.

1. General structure and subdivision - numbered sections

-Manuscripts should be typed, double-spaced, with Times New Roman font 12 with page numbers.

-Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

-Authors should take care to submit clear and easily understood articles that are precise and concise. They should make sure that the language is simple and grammatically correct, with no medical jargon. Footnotes should not be used.

-**Abbreviations** should be written out at first mention and then used throughout the article. Abbreviated units of measure should adhere to international nomenclature (e.g., the abbreviation of “minute” is “min” and not “mn”).

2. Essential title page information

- **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

- **Author names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.

- **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.

- **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

3. Others informations

Abstract A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

Keywords Immediately after the abstract, provide a maximum of 6 keywords, using British spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

Declaration of interest All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. If there are no conflicts of interest then please state this: 'Conflicts of interest: none'. More information.

Authorship All authors should have made substantial contributions to all of the following: (1) the conception and design of the study, or acquisition of data, or analysis and interpretation of data, (2) drafting the article or revising it critically for important intellectual content, (3) final approval of the version to be submitted.

Acknowledgements Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

4. References

Authors are responsible for the accuracy of their references, which should in all cases be based on original documents. The references should be verified beforehand on PubMed. If a reference

cannot be found on PubMed, the author will attach a pdf copy of the first page of the text from which the reference was taken.

All references should come from published sources (excluding brochures from conferences not published by an indexed journal). Each citation in the text should be referenced in the reference list and all references must be cited in the text.

The references should be numbered *in the order they appear in the text*. They must be cited in the text in square brackets, separated by dashes when there are consecutive references, for example [1–4], unless there are only two consecutive citations [1,2], and separated by commas if they are nonconsecutive references: [1,4].

All references should be presented according to the Vancouver convention (*International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. Fifth edition. N Engl J Med 1997;336:309-16*).

Up to three authors, the first three should be mentioned by name. If there are more than three, the first three are cited, followed by “et al.”

Reference examples

Journal articles

[1] Adachi M, Tachibana K, Masuno M, et al. Clinical characteristics of children with hypoparathyroidism due to 22q11.2 microdeletion. *Eur J Pediatr* 1998;157:34-8.

Article in a journal supplement

[2] Lacombe D. Les protéines de la morphogénèse osseuse (BMP). *Arch Pédiatr* 1997; 4 Suppl 2 : 121-4.

Book

[3] Chéron G. Les urgences pédiatriques. Paris: Expansion Scientifique Publication; 1999.

Book with several authors and a coordinating editor

[4] Cochat P, editor. Enurésie et troubles mictionnels de l'enfant. Paris : Elsevier ; 1997.

Book chapter

[5] Scheinmann P, Ponvert C, Rufin P, et al. Immunotherapy in young children. In: Lockey RF, Bukantz SC, Bousquet J. editors. Allergens and allergen immunotherapy for allergic diseases. New York: Marcel Dekker; 2004

Conference papers

[6] Baron JF. Monitoring de la volémie au cours de l'anesthésie. In : SFAR, editor. Conférences d'actualisation. 37e congrès national d'anesthésie et de réanimation. Paris : Elsevier ; 1996. p. 7–23

Doctoral thesis

[7] Binet ML. La mastoïdite aiguë de l'enfant [thèse]. Paris : Université Pierre-et-Marie-Curie ; 1997

Reference to a website

[4] Cancer Research UK. Cancer statistics reports for the UK, <http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/>; 2003 [accessed 13.03.03].

Reference to a dataset

[dataset] [5] Oguro M, Imahiro S, Saito S, Nakashizuka T. Mortality data for Japanese oak wilt disease and surrounding forest compositions, Mendeley Data, v1; 2015. <https://doi.org/10.17632/xwj98nb39r.1>.

Note shortened form for last page number. e.g., 51–9, and that for more than 6 authors the first 6 should be listed followed by 'et al.' For further details you are referred to 'Uniform Requirements for Manuscripts submitted to Biomedical Journals' (J Am Med Assoc 1997;277:927–34) (see also Samples of Formatted References).

Web references

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

Journal abbreviations source

Journal names should be abbreviated according to the List of Title Word Abbreviations.

Unpublished work should not be included in the reference list, unless it has been formally accepted for publication (in this case indicate “in press” in parentheses after the name of the journal). They can only be mentioned in the text followed by “unpublished observations” or “personal communication”; in the latter case, the editorial staff reserves the right to verify this information. Similarly, references to inaccessible or unofficial documents (meeting reports, brochures distributed by private businesses, etc.) cannot be accepted.

Journal names should be abbreviated according to the *Index Medicus* (new series) of the National Library of Medicine. In this system, all abbreviations begin with a capital letter and are not followed by a period; the same is true for the authors’ first name initials.

5. Tables

Tables should be numbered in Arabic numerals in the order in which they are cited in the text; their placement should be specified by a mention in parentheses. Each table should be presented on a separate page at the end of the manuscript, in the same document. They should include a title (placed above the table) and any notes (below the table) necessary to their comprehension without the reader having to refer to the text, notably **writing out all abbreviations used in the tables**. All repetition between the tables and the text should be avoided: the results should comment certain salient findings reported in the tables.

The tables should be presented double-spaced on one page. It is important to visualize the size of a screen page so that the table is legible online.

6. Illustrations

The figures (graphs, drawings, or photographs) should be cited in the text and numbered in Arabic numerals in the order in which they appear in the text. **All documents should be of very high quality** (notably radiological images) because they will be reproduced without being touched up or redone. Lettering (numbers, symbols, etc.) should be uniform for all figures and sufficiently large to remain legible after reduction. They should not repeat information in the tables and authors should only submit images that are essential. All the abbreviations should be written out in the legend. Patients' names must not appear on the radiographic images and faces should be made anonymous with a black band on the eyes.

Each figure should be submitted as a separate file.

All figures should have a legend, typed on a separate page, including a short title and sufficient explanations to make the figure and its legend intelligible without referring to the text. The page of figure legends is placed immediately after the manuscript.

The meaning of all symbols must be explained.

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The figures should be provided preferably in TIFF (.tif) or EPS (.eps) format. Word, PowerPoint, and Excel formats are also accepted. So that the publisher can easily identify the figures transmitted, we recommend naming the files indicating the figure number and the format used, for example: "fig1.tif" for the Figure 1 file in TIFF format.

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Chemical compounds should be designated by their generic name (international common denomination, ICD), noncapitalized. The names of specialties, if they cannot be avoided, should be provided immediately thereafter, in parentheses, with the first letter capitalized and the symbol ®. The terms used repeatedly should be abbreviated for the purposes of the manuscript. This abbreviation should appear in parentheses after the first mention of the work or expression.

Numbers

Numbers should be written in Arabic numerals. If a number is followed by a decimal, it should be separated from the decimal by a decimal point in English texts (e.g., 4.5).

SUBMISSION OF MANUSCRIPTS

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Configuration required

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- **Pour Macintosh**

- 9.x, OS X
- Internet Explorer 5.x or above
- Netscape 7 or above
- Firefox 1.0 or above
- Safari 1.0 or above
- Opera 7 or above
- Adobe Acrobat Reader 7.0 or above (free download:
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The text file formats to be used are MS Word and WordPerfect.

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- **WARNING!** Separate files are necessary for:
 - The manuscript: title page, abstract in French and English (it is preferable that the English version be longer and more detailed because it will appear on all the search engines); text; reference list; tables and table legends; and figure legends. The English abstract is edited by a native English-speaking.

- FIGURES (diagrams, drawings, color or black and white photos) should always be provided in separate files, one file for each figure. Authors are requested to consult the link where the quality of the images is presented: http://france.elsevier.com/html/index.cfm?act=inc&page=pages/author_artworks_instructions_vf.html
- In addition to their manuscript, authors can submit supplementary media files, accessible only on internet. However, they will not be cited in the text but only at the bottom of the page.

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The journal follows the international practices relative to potential conflicts of interest in the submitted articles. Any manuscript submission must include a conflict of interest disclosure statement, without which the submission may be refused by the EES.

A conflict of interest exists when an author and/or a co-author has financial or personal relationships with other persons or organizations that may influence professional judgment concerning an essential value (patient's well-being, research integrity, etc.). The main conflicts of interest are financial interests, clinical trials, occasional consultancies, family relations, etc.

All authors of the publication **must disclose any relationships** that could be considered as having a potential conflict of interest **only bearing on the subject matter of the text published.**

1. **If there is no conflict of interest in relation with the article submitted**, the following statement must be added directly in the manuscript: **Conflict of interest: none**

2. **If there is one (or several) conflict(s) of interest with one or several authors of the article**, the complete list of these conflicts of interest must be mentioned at the end of the manuscript (before the bibliographical references) and following the presentation below. The initials of the authors concerned and the name of the company should be added to the exhaustive list of potential conflicts of interest that should be declared.

Examples :

C. R., E. L. Financial interest in **Barbot S.A.**

E. L. Owner, director, employee, participation in the company's decision body. Other regular activities in **Chups SAS**

J.-J. E. Clinical trials: as principal investigator, coordinator or main researcher for **RTM SARL**

P. L. Clinical trials: as co-investigator, associate researcher collaborator in the study for **Light & Co**

F. W. Occasional consultancies: expert reports for **EFS Associated**

M. D. Occasional consultancies: expert reports for **SFC**

C. G. Conferences: invitations as a speaker for **KKS & Son**

M. S. Conferences: invitations as an auditor (travel expenses paid by a company) for **Régis SA**

C.-A. S. Substantial contributions to the budget of an institution under author's responsibility **Aphelion**

M. F. Close relatives employed in the companies declared below

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Check-List for Authors

Tick “Yes” or “No” or “Not applicable (NA)” in the boxes below

1/ General presentation	YES	NO	NA
Manuscript font: Times New Roman 12, double-spaced			
Manuscript paginated			
Explanation of all abbreviations at first use			
Sections (1, 2...) and subsections (1.1, 1.2...) numbered			
Materials and Methods, Observations, and Results sections written in the past tense, as well as commentary on published work in the Discussion			
Manuscript and tables should be in Word; figures should be in a separate file (all formats are accepted except PDF)			

2/ Maximum number of manuscript pages (text + illustrations)	YES	NO	NA
Review Articles: 25			
Research Papers ; Practice guidelines: 20			
Editorials ; Short Communications: 4			
Letters to the Editor: 2			

3/ Title page	YES	NO	NA
Full title (study institution should not be identified)			
Initial of the first name and family name of each author			
Full affiliation address of each author			
Email address of the corresponding author			
Indication of any financial aid, communication or preliminary publication			

4/ Abstract and keywords (except for Editorials, Letters to the Editor)	YES	NO	NA
English abstract			

5/ References	YES	NO	NA
Numbered in order of appearance in the text, in []			
Checked on PubMed			
Following the Vancouver convention and to Instructions to Authors			

3 authors maximum; followed by "et al."			
Cited in the language of the original publication (roman alphabet only)			

6/ Maximum number of references	YES	NO	NA
Review Articles ; Practice guidelines: 50			
Research Papers : 30			
Editorials : 15			
Short Communications: 10			
Letters to the Editors: 5			

7/ Tables	YES	NO	NA
Cited between () and in order of appearance in the text, e.g. (Table 1)			
At the end of the manuscript, in the same document but on separate pages; 1 table per page			
Titles and legends placed above the tables			
Notes, symbols and abbreviations fully explained below table			
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Upload each in a separate file without any title or legend			
List of the titles and legends at the end of the manuscript file			
Symbols and abbreviations fully explained in the legends			
Format: Tiff (.tif); EPS (.eps); Word; Excel; PowerPoint. PDF (.pdf) not accepted			
Resolution: 300 DPI for pictures and 500 to 1000 DPI for graphics or schemes			
Anonymization of the pictures of faces and radiological documents			
Copyrights in case of reproduction of previously published figures			

9/ Ethics The editorial committee reserves the right to refuse the publication of studies that do not adhere to the French rules and regulations.	YES	NO	NA
Studies must respect the rules in force in the country where the study was conducted.			
The laws on the use of patient images must be respected.			
All authors have participated in the work and validated the manuscript.			
10/ Conflict of Interest	YES	NO	NA
Clearly listed for each author, even if there is none			